

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Newtown Neighbourhood Centre
Business location (town, suburb or postcode)	Newtown
Completed by	Sandra Long
Email address	sandra@newtowncentre.org
Effective date	3 January 2021
Date completed	4 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

1. Staff advised to stay home if not well
2. Signage at front entrance advising people not to enter if showing any signs or symptoms of Covid-19, tested positive to Covid-19 or been in close contact with someone who has tested positive, returned from overseas in the past 14 days,
3. If any staff have been in identified hot spots and/or have Covid symptoms – test and isolate until results received and follow health advice (currently isolate for 14 days even if test clear)
4. If any staff are taking a test on their own initiative eg due to a cold but no other factors – isolate until test results – follow health instructions post test results

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

1. Staff actively consulted in Business Continuity Plan and Return to Work Protocols
2. We are working closely with the WHS committee to address risk areas
3. Signage placed around the workplace in various locations, showing how and when to wash hands, sanitise, physically distance
4. Information provided to staff and volunteers on how to manage a sick visitor
5. Training videos from Department of Health sent to all staff
6. Staff advised to wear masks whenever working with clients, doing outreach, or working on the Information desk.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

1. Staff advised to stay home and take sick leave if not well.
2. Business Continuity plan in place which provides for staff to take up to 14 days sick leave in advance should they not have enough leave accrued.

Display conditions of entry (website, social media, venue entry).

1. Signage in place at entry and around the Centre showing capacity limits per room and for the lift, social distancing requirements, cleaning and sanitising requirements etc
2. Covid-19 specific Terms and Conditions provided to all room hirers and placed in each hire space, outlining additional health and safety measures required when hiring rooms. Covid Safety Plan and Terms and Conditions available on website for Room Hire.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic

methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All people who hire our rooms are required to use our QR code when entering the building so that details are captured centrally. Terms and Conditions require those with their own Safety Plan to provide a copy.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Not applicable

Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions). Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

1. Floor marked out with tape in office and reception area
2. Occupancy limit signage placed on entrance to all rooms and offices
3. Surplus chairs removed from meeting/hire rooms.
4. A maximum of 40 people can use the Hall
5. A maximum of 18 people can use the Rainbow Room at any one time
6. A maximum of 2 people can use the small meeting rooms at any one time.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Signage displayed around the Centre including office areas and rooms for hire.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times, and also of staff in meeting or break rooms.

1. Terms and conditions of room hire require that hirers ensure this is managed
2. Centre programs such as One Stop Shop will have staff at door to prevent queuing and gathering outside entrance
3. Close glass foyer doors if capacity is reached at Information and Referral Desk.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

1. Ground marked outside near entrance.
2. Floor marked inside foyer around computer, phone, and at reception counter plus inside office advising where to stand when engaging with people at the counter

Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.

Signage on the doors stating that only 1 person is allowed in each kitchen at a time.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Not applicable

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Not applicable

Use telephone or video for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

1. Microsoft Teams online meetings in place for staff and other meetings.
2. Signage around the Centre reminding people of 1.5 metre rule.
CEO updates sent around regularly reminding people of Covid Safety requirements
3. Staff and volunteers wear masks when interacting with clients or working on the

Information Counter.

Review regular business deliveries and request contactless delivery and invoicing where practical.

Deliveries placed in foyer or storeroom by driver.

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.

Not applicable

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners.**

1. All room hirers are provided with a copy of the Covid Safe plan and Additional Covid Terms and Conditions, which outlines requirements around physical distancing.
2. All hirers are required to wipe down all chairs and tables after use with disinfectant wipes (supplied)
3. Dance classes are only held in the large hall with high ceilings and lots of windows.
4. Dance class teachers are advised not to allow dancers to partner up.

Hygiene and cleaning

Adopt good hand hygiene practices.

1. Signage in all office areas, rooms, and common areas advising of need to sanitise, and how to do it.
2. Signage in bathrooms showing how to hand wash. Soap provided with good supply

levels

3. All staff provided personal sanitiser bottle to carry with them

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

1. 8 x sanitising stations attached to walls around the Centre, and portable bottles in offices
2. Sanitiser at front entrance
3. Signage in place

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

1. All bathrooms have antibacterial handsoap on tap in addition to wall mounted hand soap
2. All bathrooms have interwoven paper towel and garbage bins to place used towels in.
3. "How to wash hands" signage next to taps in all bathrooms and kitchens

Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.

Not applicable

No self-serve buffet style. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.

1. Generally Not applicable
If event occurs where food is provided (eg, organised staff gathering), individual packaged food options provided.
2. Staff instructed to use their own coffee cups during the day and wash after use.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

1. Detergent and washing facilities available in staff kitchen
2. Cutlery and tableware is not provided to room hirers.
3. Disposable cutlery and cups, plates etc provided for NNC program activities

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently

touched areas and surfaces, including in communal facilities, several times per day.

1. Disinfectant wipes stations are placed in multiple areas around the building, especially near tables, chairs, phones and computers. Signage is placed next to wipes stations advising staff and visitors to wipe down tables etc before and after use.
3. Gloves are provided for moving tables around
4. Room Hirers are advised they must clean before and after as a condition of use
5. Commercial cleaners attend the premises every night between midnight and 6am

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

Not applicable

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

1. All staff and volunteers have been advised to bring their own cutlery and crockery and wash after use
2. Staff are advised not to share any equipment, including pens, phones, computers etc
3. Where there is a need for sharing of the computer for reception, wipes and sanitiser are placed at the desk, and staff are advised to bring their own laptop, pens, and paper.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

1. There are gloves in each of the rooms for hire and also in offices
2. There is detergent in each of the kitchens

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

The Cleaning Company has confirmed that they are operating in line with all Covid requirements.

People involved in cleaning or reorganising furniture should wash hands thoroughly before and after with soap and water.

Gloves are provided in all rooms and signage placed next to boxes where applicable

Encourage contactless payment options.

1. Cash use discouraged and systems put in place to remove petty cash from operations.

2. Online payment for room hire.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

1. Staff and hirers advised to open windows wherever possible.
2. Where windows cannot be opened, staff are encouraged to work from home or another office.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

1. The Service NSW QR code is now in operation and everybody who enters the building must sign in.
2. Signage at the entrance and around the building
3. Staff advised to sign in as a guest for anybody who does not have a mobile phone
4. Staff advised to check that all visitors and clients have signed in before entering.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

All record keeping now done via Service NSW QR code.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Staff have been notified about the CovidSafe app.

Community centres and halls should consider registering their business through nsw.gov.au.

Newtown Neighbourhood Centre has registered with Service NSW

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Agreed.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes